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**State of California  
Franchise Tax Board**

# **3567 BOOKLET**

# Installment Payment Information

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If you have a financial hardship and cannot pay your tax in full, you may be eligible to make monthly installment payments. If we approve your request, we agree to let you pay the tax you owe in monthly installments instead of immediately paying the amount in full. In return, you agree to make your monthly payments through electronic funds transfer (EFT). EFT allows you to automatically make payments to the Franchise Tax Board by a direct transfer of funds from your bank account.

By requesting an installment agreement, you also agree to meet all your future tax liabilities. This means that you must have adequate withholding or estimated tax payments so that your tax liability for future years is paid in full when you timely file your return. If you do not make your payments on time or have an outstanding past due amount in a future year, you will be in default on your agreement and we may take enforcement actions to collect the entire amount you owe. If you are employed, we suggest that you check your W-4 or DE-4 on file with your employer to be sure that your withholding rate is correct. If you have income from other sources, be sure that your estimate payments are adequate.

To request monthly installment payments, complete the enclosed Installment Agreement Request (form FTB 3567BK) **using blue or black ink** and mail it to FRANCHISE TAX BOARD, PO BOX 942867, SACRAMENTO CA 94267-0011. You should receive a response from us within 30 days.

If you have questions about your installment agreement, please call us at (916) 845-4470. Our Interactive Voice Response (IVR) system allows you to access your current account balance and other important information. The IVR is available seven days a week, 24 hours a day. If the IVR system does not completely answer your questions, you will be given an option to speak with a representative Monday through Friday between the hours of 8:00 a.m. and 5:00 p.m.

The IVR system will give you choices in the order shown below. By reading the following before you call, you can select the choice you desire without having to wait to hear the entire message.

- If you would like to hear your current account balance due, press 1.
- If you would like to order an Installment Agreement Request (form FTB 3567BK) or power of attorney form, press 2.
- If you would like to hear general information on installment agreements, electronic funds transfer, missed or skipped payments, where to mail payments, or how to update your address, press 3.
- If your installment agreement has been cancelled, press 4.
- If you would like to hear information regarding Earnings Withholding Orders for Taxes, Orders to Withhold at your bank, or state tax liens, press 5.



STATE OF CALIFORNIA  
**FRANCHISE TAX BOARD**  
PO BOX 942867  
SACRAMENTO CA 94267-0011

## INSTALLMENT AGREEMENT REQUEST

**NOTE:** This form must be filled out completely. Failure to provide complete information will delay processing of your request.  
**Do not attach this form to your tax return; mail it in a separate envelope to: FRANCHISE TAX BOARD, PO BOX 942867, SACRAMENTO CA 94267-0011.**

1 Your first name and initial	Last name	Your social security number
<input type="text"/>	<input type="text"/>	<input type="text"/>

If a joint return, spouse's first name and initial	Last name	Spouse's social security number
<input type="text"/>	<input type="text"/>	<input type="text"/>

Your current address (number, street, and apartment number)

City, town, post office box, state and ZIP code. If a foreign address, include province, postal code, and full name of country.

2 Your home phone number	3 Your work phone number	4 Your spouse's work phone number
<input type="text"/>	<input type="text"/>	<input type="text"/>

Please attach a voided check here

5 Enter the total amount of your outstanding tax liability . . . . .

6 Enter the amount you can pay each month. Make your payment as large as possible to limit interest and penalty charges. The charges will continue until you pay in full . . . . .

7 If we approve your request, we agree to let you pay the tax you owe in monthly installments. In return, you agree to make your monthly installments by a **direct transfer from your bank account**. Enter the date of the month you want your bank to transfer funds to the Franchise Tax Board. Do not enter a date greater than the 28th . . . . .

8 Name and address of your bank

9 Bank Routing and Transit Number – This is the nine-digit number at the bottom left of your check. Your bank can tell you what your routing number is. Please attach a voided check to this request.

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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10 Account number – This must be a regular checking or savings account

Please check one:

Checking ☐

Savings ☐

I hereby authorize the Franchise Tax Board to initiate and process debit entries to the account identified above. This authorization will remain in effect until the balance due has been paid in full, until the Franchise Tax Board cancels the installment agreement, or until the Franchise Tax Board has received and processed a written notification from me.

I request that the amount from line 6 be debited from my account on the date specified on line 7 each month. If this day falls on a Saturday, Sunday or holiday, the transfer is authorized for the next business day.

If the Franchise Tax Board cannot deduct the monthly payment from my account because of insufficient funds or because my account is closed, the Franchise Tax Board will cancel my installment agreement. The Franchise Tax Board will charge me a dishonored payment penalty and possibly a collection fee. I will be responsible for any overdraft fees charged by my bank.

Your signature	Date	If a joint return, spouse's signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

If you have questions about your installment agreement, please call (916) 845-4470. An Interactive Voice Response system is available seven days a week, 24 hours a day. Representatives are available Monday through Friday 8:00 a.m. to 5:00 p.m. If you are hearing impaired, TDD services are available at 1-800-822-6268.

# Questions and Answers About Installment Agreements

Q. Why should I make my payments as large as possible?

A. You should make the largest monthly payment possible in order to limit interest and penalty charges. The charges will continue to be added to the amount you owe until your balance is paid in full.

Q. What happens if I have not filed all required tax returns?

A. You must have filed all required tax returns to qualify for an installment agreement.

Q. How can I be sure that enough tax is being withheld from my paycheck?

A. Contact your employer to adjust your W-4 or DE-4 form to ensure that enough money is being withheld from your paycheck.

Q. Why am I required to make my monthly payments through electronic funds transfer (EFT)?

A. EFT is convenient for the taxpayer, helps prevent installment agreement defaults, and saves processing costs.

Q. What happens if I have insufficient funds for the EFT deduction?

A. If there are not sufficient funds in your bank account to cover your payment, your installment agreement will be cancelled and a dishonored payment penalty will be added to your balance due. You will receive a Default Notice, and we may require that your account be paid in full within 30 days.

Q. My bank account is out of state. Can I still make payments using EFT?

A. Yes, you can use an out-of-state bank account for your EFT payment.

Q. Will the Franchise Tax Board file a lien against me if my installment agreement is approved?

A. In most cases, a state tax lien will not be filed. If it is necessary to file a state tax lien, we will notify you in advance.

Q. Once I send you my installment agreement request, how soon should I expect to hear from the Franchise Tax Board?

A. If you are approved for an installment agreement, you should receive an acknowledgement letter from the Franchise Tax Board within 30 days. The notice will show your monthly EFT payment, the monthly bank transfer date, and provide you additional information regarding your installment agreement.

Q. What will happen to my future state tax refunds?

A. Any state tax refund you are due will be applied to the total amount you owe, but will not replace your monthly payment.

Q. Where can I get help if I am having problems paying all my debts?

A. Non-profit organizations, such as Consumer Credit Counseling Service, offer free or low-cost financial counseling for all kinds of debt problems.

3567 BK  
PLACE ADDRESS  
LABEL HERE